

CALIFORNIA HORSE RACING BOARD
EXAMINATION BULLETIN
RACING LICENSE TECHNICIAN I
OPEN - SPOT: SAN MATEO
CONTINUOUS TESTING

CALIFORNIA STATE GOVERNMENT*AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY: \$2,289 - \$2,780

FILING/REQUIREMENT INFORMATION:

CONTINUOUS TESTING – Testing is continuous and examination dates may be scheduled any time. Eligible lists will be merged. ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. Accepted applicants will be notified by letter with testing date information. If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the Standard State Application (Form 678). You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

HOW TO APPLY

Applications may be filed in person or by mail with:
CALIFORNIA HORSE RACING BOARD
WENDY MATSUDA
1010 HURLEY WAY, STE. 300
SACRAMENTO, CA 95825
(916) 263-6000

Submit applications only to the address indicated above. Make sure you indicate in Examination or Job Title box **“EXAM – RACING LICENSE TECHNICIAN I.”**

THE POSITION

This is the entry, training, and first working level. Under close supervision, incumbents learn and perform duties related to issuing horse racing occupational licenses, which include reviewing and/or processing license applications, worker's compensation sureties, financial statements, criminal offender information, horse registration documents, partnership or corporate records, race horse leases, trust agreements, horse registration documents, stable lists, and other records relating to the licensing function, and other information or documents to initiate, verify, refuse or issue occupational licenses to the diverse classes of horse racing participants; fingerprinting applicants; explaining, interpreting, and applying provisions of horse racing laws, rules, regulations and policies in person, by telephone or letter, for the general public, law enforcement, and other governmental agencies, for information regarding license requirements; checking racing program daily and verifying that owners, trainers, and jockeys are properly licensed and that owners carry worker's compensation insurance; using a computer terminal, office equipment or other devices to review and update a wide variety of records and documents in order to issue or verify license information; collecting, accounting for and depositing State revenues and occupational licensing fees; and to do other related work. Positions exist in San Mateo.

ADDITIONAL INFORMATION

The headquarters for this position is in San Mateo at the Bay Meadows Race Track, however racing occurs at other northern California sites. In addition to approximately 21 weeks of racing at Bay Meadows, there is approximately 20 weeks of racing at Golden Gate Fields in Albany, and racing at various northern California fairs during the summer. Therefore, applicants must be willing to travel to the various northern California racing sites. Applicable travel/per diem/mileage costs will be paid for travel to sites away from San Mateo headquarters.

BENEFITS

Employees earn vacation and sick leave; receive compensation for all official State holidays health benefits that cover the employee, spouse and dependents with various plans available to choose from; a generous retirement plan; and other benefits, such as bereavement leave, deferred compensation plan, dental plan, and vision service plan.

EXAMINATION PLAN

This is an open examination and applications will not be accepted on a promotional basis. Therefore, career credits do not apply.

The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that examination interviews will be held on as needed basis.

ELIGIBLE LIST INFORMATION

A departmental open – spot eligible list will be established for this location. This list will be merged with any existing CHRB Racing License Technician I list. All successful applicants will be merged onto the list in order of final score, regardless of date of the test. Testing periods for this classification is 12

months. You may test for this class only once in a testing period. Eligibility on this list will expire after 12 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

In the California State service, six months of experience at a level of responsibility not less than that of an Office Assistant, Range B, performing duties which provide familiarity with the laws, rules, regulations and policies governing the California Horse Racing Board.

Or II

Experience: One year of clerical experience performing the duties which provide familiarity with the licensing process and the laws, rules, regulations and policies governing the California Horse Racing Board. (Experience in the California State service applied toward this requirement must include at least six months in a class with a level of responsibility not less than that of an Office Assistant, Range B).

AND
Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Manpower Development and Training Act. (One year of clerical work experience may be substituted for the required education.)

SCOPE OF THE EXAMINATION

- A. Knowledge of:
 - 1. Laws, rules, regulations and policies governing horse racing licensing.
 - 2. Policies and procedures pertaining to the review and processing of applications for horse racing licenses.
 - 3. Receiving, receipting, and depositing money.
 - 4. Purposes, organization and activities of the California Horse Racing Board.
 - 5. Modern office procedures.
- B. Ability to:
 - 1. Read and write English at a level required for successful job performance.
 - 2. Follow directions.
 - 3. Learn to interpret, apply and explain provisions of the Horse Racing Law in processing applications for licenses.
 - 4. Operate modern office equipment and apply office methods and procedures.
 - 5. Complete forms and documents, and make arithmetic calculations with speed and accuracy.
 - 6. Use tact and good judgment in dealing with the public.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the California Horse Racing Board. You can also access the State application on-line at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways; (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

VETERANS' PREFERENCE: California law limits the granting of veterans' preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board offices, California Horse Racing Board Sacramento office or written test proctors.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).